

Agenda Item Form

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Agenda Date: 07/27/04

Districts Affected: 3

Dept. Head/Contact Information: Mayor & Council, Jim Martinez, (915) 541-4145

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services</u> | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Renew Contract for Staff Assistant.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary & Benefits

Statutory or Citizen Concerns:

N/A

Departmental Concerns:

N/A

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RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **YVONNE SANCHEZ**, to assist the Mayor and City Council as a Staff Assistant at a biweekly rate of \$1,076.42 for 40 hours per week. The term of the contract shall be for the period of July 31, 2004 through June 14, 2005.

APPROVED this 27th day of Juy, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **YVONNE SANCHEZ**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Mayor and City Council, desires to employ the Employee as a Staff Assistant; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Mayor and City Council, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 31, 2004 and be completed by June 14, 2005.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Seventy Six and 92/100 Dollars (\$1,076.92). The employee shall work a minimum of forty (40) hours per week. Employee is classified as a non-exempt employee under FLSA and is eligible for overtime pay. In the event that Employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be

eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Mayor and City Council's Office, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent

by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee
at the following addresses:

CITY: City of El Paso
Mayor and City Council
Attn: CAO
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Yvonne Sanchez

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 27th day of July, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Yvonne Sanchez
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

Jim Martinez
Chief Administrative Officer

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____, Secretary
Date: 7/22/04

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

STAFF ASSISTANT

(EL PASO CONTRACT POSITION)

General Purpose

Under general supervision, provides multi-task administrative support and varied problem solving for a City Representative.

Typical Duties

Provide diplomatic communication within the organization and with outside agencies, executives, consultants and the public. Involves: Screen incoming telephone calls, direct to proper individuals and take messages. Handle confidential messages and correspondence. Formulate replies and compose letters for representative's signature, external governmental bodies, and the public. Coordinate appointments, meetings, calendar and other day-to-day issues. Review City Council agenda items. Develop and administer databases, and presentations to facilitate information exchange. Ensure maintenance and safekeeping of files, correspondence, forms, logs and related records and reports.

Perform other para-professional analytical and administrative duties as required. Involves: Attend meetings and hearings on behalf of City Representative to gather information and act as liaison. Conduct research into varied concerns and topics including determining data parameters, gathering and summarizing findings. Direct the work of assigned staff support personnel if delegated team leader responsibility. Substitute for coworkers or subordinates, as qualified, during temporary absences by performing specifically delegated duties and responsibilities sufficient to maintain continuity of normal office services, if assigned.

Minimum Qualifications

Training and Experience: Equivalent to an accredited Associate's Degree in Public or Business Administration, Secretarial Science, Pre-Law or a related field, plus four (4) years of increasingly responsible administrative support, secretarial or paralegal experience in a governmental, corporate or law office setting.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Special Requirements: Work other than standard workday or workweek hours as necessary.

Resume of:

YVONNE SANCHEZ

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

OBJECTIVE:

To work with the 65th District Court in order to carry out its duties to promote positive attitudes and behaviors and effectively influence community support.

QUALIFICATIONS:

As a 4-H Program Assistant, recruited a targeted population (youth between the ages of 9 and 19) in El Paso County for program participation. Offered educational programs to youth by training adult leaders; created public support through the involvement of community agencies, businesses, law enforcement, and local media. Delivered presentations at schools, churches, clubs, neighborhoods, televised talk shows, malls and shopping centers.

As a member of the Juvenile Judicial Committee, have received valuable training in dealing with first-time juvenile offenders by identifying problem behaviors, administering methods to cause positive and measurable change in attitudes and actions between youth and parents. Effectively addressed problems which could cause community adversity. Review cases, prepare and present remedy, follow up on status by monitoring progress, and, ultimately, ruling on a form of action depending on the final outcome.

As a Court-Appointed Special Advocate (CASA), have received valuable training necessary to advocate for abused and neglected children in the Family Court. Have learned to prepare legal case work by conducting extensive research, analyzing critical situations which impact court decisions, establish relationships with agencies that monitor and evaluate recommendations made by professionals and the court, review reports prepared by these agencies for the purpose of evaluating and preparing court records and delivering presentations in court. Continually monitor progress of children by conferring with assigned participants, community agencies, schools, law enforcement, and family members.

As a Vice President and member of the CIA (Canutillo Improvement Association), a non-profit organization funded by the Del Norte Foundation to promote a healthy community in the town of Canutillo.

As a volunteer in Canutillo at St. Patrick's Church, worked with a reformed ex-convict to help eradicate gang activity by recruiting gang members to participate in a program to help deal with their anger after the death of a fellow gang member who was shot by a police officer. Two members recruited were on a most-wanted list with EPPD.

As a volunteer for the EPPD with VSRT and DART, have worked with and advised victims. Have developed a good knowledge of area resources for the purpose of making appropriate referrals depending on the type of need. Instrumental in starting up the DART program at the Central Regional Command Center in August, 2001 as a volunteer devoting more than 40 hours a week. Recognized in 2001 as the Volunteer of the Year for my efforts. Recognized by Commander Addcox for having the ability to motivate victims to become active in breaking the cycle of violence with measurable results. Have also made public presentations in English and Spanish at the request of several organizations and housing facilities. Have volunteered at Pebble Hills and Westside Regional Command Centers in DART and at Headquarters with the Most Wanted weekly press/pictorial releases. Was invited by the Central Regional Command Center's Advisory Board to volunteer for the Underage Drinking Initiative at the Santa Fe Bridge to prevent, enforce, and impact the problem of underage drinking. Was invited by Commander Addcox to help establish a youth advisory board at Central, as well as being assigned the role of Volunteer Coordinator at CRCC. Have been requested to return to each of these command centers by each respective commander.

As the recipient of the Hidalgo Award in 2001, was honored by Radio KAMA and the EPPD for my service to the Department.

As a participant of the El Paso Citizens Police Academy, was elected President of its Alumni Association (non-profit) upon graduating and have continued to work as a liaison between the EPPD and the city of El Paso to promote a healthy and positive attitude towards the EPPD. Conduct monthly meetings and secure speakers from various service, civic, governmental agencies for continuing education for the membership, plan perform fund-raising activities, fund and host the graduations of the Citizens and Youth Academies, plan and participate in EPPD functions and presentations by offering information to agencies, officials, public groups and businesses to effectively address laws and ordinances with respect to effecting changes. Prepare monthly newsletter and informational literature for distribution.

As a member of the Chief of Police Advisory Board, requested to help research the topics of Red Light Runners and Speed Humps.

As the President of the Canutillo ISD School Board, am constantly promoting education and healthy attitudes and have been entrusted with the development of goals and policies for a growing school district. Named School Board of the Year in 2000 for team orientation and positive attitude.

EDUCATION

University of Texas at El Paso - BA Business Administration/Marketing-Management; previously majoring in Criminal Justice. Graduating Fall 2003. Considering Law School or Masters in Public Administration. Made Dean's List and served in the Business College Council as Secretary and Representative for POM students.

Canutillo High School - Honor Graduate, Top 10%, National Who's Who, Miss CHS, Most Active, Most Cooperative, Most School-Spirited Recognitions, "I Dare You" Award, numerous public speaking and drama awards.

EMPLOYMENT

- 2002-03 DmDickason Personnel Services: Trained as an executive recruiter by a contingency agency to successfully interview and recruit qualified candidates for companies and corporations. Established working relationships with executives and corporate heads or decision-makers. Several marketing strategies were taught and used for successful outcomes which helped me become the number two recruiter, just behind the 7-year veteran, within 8 months. Worked independently managing my own account to meet weekly and monthly goals which were always exceeded. Required lots of research outside of the office after hours and during weekends. Left to complete degree.
- 1996-98 Concept Apparel/JC Jeans: Production Manager/Designer for local apparel contractor. Responsible for the supervision of 80+ employees. Performed HR duties, responsible for daily reports and schedules, purchasing, customer service, public relations, product development, product research and forecasting, and import/export responsibilities. Made major decisions for the company and given purchasing power. Traveled as needed. Responsible for tripling company revenues by securing additional contracts on my own. Returned to school full-time when company closed due to NAFTA.
- 1995-1996 Fashion Development Center/Community Development Project(Non-Profit): Program Director for two-person office. Targeted and identified businesses that were operating improperly and provided technical and educational assistance to bring them into compliance. Trained and educated business owners to abide by local, state, and federal laws. Heavy follow-up through on-site visits, telephone calls. Conducted research to publicize El Paso businesses on a national level by conducting surveys, advertising, mailings, and attending conventions. Planned, scheduled, conducted meetings/trainings with and for local agencies and organizations to encourage city-wide awareness/focus to eradicate illegal business activity. Instrumental in planning goals/strategies to meet program and grant requirements. Met with Board of Directors to report accomplishments through weekly, monthly, quarterly, and yearly reports. Maintained data to justify funding and program continuation to the City of El Paso/Community Block Grant Fund. Personally responsible for increasing program outreach by 200%. Successfully graduated 98% of program participants. Due to small base of local contractors and high success rate, the program reached extinction level and needed no further funding.

- 1986-1995 **Apparel Conditioners/DCB Apparel Group/Bijoux:** Apparel Designer/Production Manager for local manufacturing firm. Created and developed junior fashion denim lines 5 times a year. Nationally, established showrooms in New York, Dallas, Los Angeles, Atlanta, Miami and Salt Lake City. Prepared all collections, artwork, color cards, salesmen presentation catalogues, product development for large national retail chains. Locally, scheduled and planned production to meet deadlines, created customer service and collections department. Became legal liaison during contract negotiations. Supervised 120+ employees while performing HR duties. Maintained safety records for the company. Given major management decision-making and purchasing decisions. Managed to get company to earn over \$1 million in revenues during its first year in operation. Recruited to work with a local non-profit agency to help eradicate illegal business (sweatshop) activity; however, continued to work with this firm on a contract basis.
- 1985-1986 **Southwest Institute of Merchandising and Design:** Instructor/Financial Aid Officer at local fashion career school. Taught patternmaking and assisted students with financial aid packages. Promoted school through careers fairs and by making public presentations. Recruited by local manufacturer to create and grow a new company.
- 1980-1985 **Calvin Klein/Puritan Fashions:** Recruited by New York company due to my acquired knowledge of the local apparel market. Hired as auditor but was promoted within first year to become Administrative Assistant to Corporate Vice President of Quality Control. Was making more than 80% of major decisions for VP on a national level with major manufacturers and contractors. Heavy phone contact with corporate officers and COOs, CEOs, production managers daily to meet schedules, performed statistical and forecasting duties, heavy documentation. Trained local staff and allied contractors to comply with corporate rules and regulations established by New York office. Developed organizational, management, planning, conflict resolution, and planning skills. Learned to make major decisions in a highly stressful corporate culture. Local planning included forecasting trends in manufacturing and master scheduling of multi-million dollar weekly production. Extensive reporting and documentation was necessary to assure 1st quality performance and product outcome. Company relocated to South Carolina.
- 1976-1980 **Primrose Fashions:** Hired as Girl Friday for a twin plant apparel operation. Became Administrative Assistant to President and Vice President of a 180-employee facility. Responsible for all office management duties, developed multi-tasking skills and learned all phases of manufacturing. Within first six months, became solely responsible for U.S. operations and traveled to Dallas representing firm to teach appropriate reporting of operations to a larger

customer firm.

1971-1976

Texas Agricultural Extension Service/Texas A&M University: Hired as a secretary but was promoted within the first year for a pilot program in the state of Texas for 4-H Programs. Was one of 12 pairs of 4-H Program Assistants throughout the state to try a new approach at presenting a new 4-H image. El Paso became the model office due to marked increases in monthly enrollments of recruited youth and volunteer adult leaders.

Worked under the supervision of a county Extension Agent to provide field-based educational training /support in assigned subject matter areas. Assumed responsibility for planning, implementing, evaluating, and reporting on delegated educational program components. Provided direct educational programs for targeted audiences in support of program objectives and goals. Cooperated with other support staff and office manager to provide clerical and administrative support to overall Extension program. Followed established policies and guidelines for County of El Paso and TAES.

Planning - Organized effective educational programs for targeted audiences.

- Developed and followed written plans for carrying out an effective educational program for targeted audiences.
- Planned for the most effective use of time and resources, coordination of other support staff, faculty, volunteers, and training needed for an effective program.

Program Implementation - Assumed delegated responsibilities in implementing

- the planned educational programs and activities in assigned program areas. Provided direct educational programs for targeted audiences through appropriate individual group, indirect, and media methods.
- Identified and recruited local volunteers to assist with educational efforts.

Evaluation - Collected evaluation information, maintained evaluation records, and determined the progress of the program.

- Performed other duties as assigned to evaluate the program.

Reporting - Prepared and provided timely, complete reports required by the supervising agent, County of El Paso, grantor, or other party.

- Maintained all records required and necessary as a component of reports and other program responsibilities.

Outreach - Promoted public support of program by establishing relationships with outside agencies and organizations, including schools and universities.

- Recruited participation of local law enforcement with program efforts to maximize public awareness of safety issues.
- Recruited participation of local media (radio, television, and newspaper) to maximize public awareness.
- Wrote press releases and made television appearances to publicize

events.

KNOWLEDGE AND SKILLS

Have 5+ years experience related to administering grant funds and tax bases.

Have 5+ years experience related to contracting human, social and government projects.

Possess considerable knowledge of area resources to fit program needs through constant networking and referrals through the EPPD, UTEP, and El Paso Community College .

Have 10+ years in program planning, research and administration of principles and methods, grant application, and evaluation techniques and procedures, as well as having coordinated multi-agency community programs..

Strong oral and written skills in English(Spanish, if necessary for targeted audience).

Strong team orientation and exceptional interpersonal skills.

Evidence of leadership ability, organizational skills, teaching ability, ability to apply knowledge and skills to the solution of problems.

Familiarity, sensitivity, and ability to work effectively with assigned target audience.

Ability to work independently and respond positively to supervision in effectively carrying out responsibilities within county and agency policies, procedures, and guidelines.

Evidence of possessing the general knowledge and skills necessary to relate to general public, fellow employees, supervisors, volunteers, youth, executives and educators.

Excellent public speaker with the ability to address small to large groups.

Am able to work effectively with protected groups of people, particularly children.

Reliable vehicle, valid driver's license and insurance.

Working knowledge of personal computers (Word, WordPerfect, Excel, Access, Power Point, Internet, E-mail.) and other office equipment.

Previous training in Conflict Management, Crisis Management, Family Violence, Sexual Harassment, EEOC, and others.